

[REDACTED]  
[REDACTED]  
[REDACTED]  
Mobile: [REDACTED]

Email: [REDACTED]

Country of Citizenship: United States

Highest Grade: 03

Availability: Job Type: Permanent

Work Schedule: Full-Time

Work Experience: Corporation for National and Community Service

05/2018 - Present

250 E Street SW

Salary: \$117,611.00 USD Bi-weekly

Washington DC, DC 20525 US

Hours per week: 40

Series: 1109

Pay Plan: NY

Grade: 04

Supervisor: [REDACTED]

Okay to contact this Supervisor: Contact me first

Senior Grants Officer (Audit and Policy)

- Managed the CNCS Office of Audit and Debt Resolution (OADR), overseeing activity pertaining to OIG and single audit resolution, debt establishment and appeals, and indirect cost rate negotiation processes.
- Supervised OADR staff, established strategic direction, and set priorities to ensure CNCS compliance with federal audit, debt, and indirect cost rate regulations.
- Served as a technical expert on complex grants management issues pertaining to OIG and single audits, indirect cost rates, and debt establishment, providing guidance to senior leadership, program officials, and external partners.
- Drafted and implemented agency policies and procedures pertaining to audit and indirect cost rate processes.
- Served as the Key Management Single Audit Liaison, represented CNCS on interagency audit working groups, and oversaw updates to the annual Compliance Supplement.

Corporation for National and Community Service

02/2016 - 05/2018

250 E Street SW

Salary: \$75,416.00 USD Per Year

Washington, DC 20525 US

Hours per week: 40

Series: 1109

Pay Plan: NY

Grade: 03

#### Grants Management Specialist-Audit

- Managed resolution of complex and politically sensitive Inspector General audits and prepared management decisions on behalf of CNCS. Trained new audit resolution staff on how to perform these duties.
- Provided leadership as the Acting Senior Grants Officer (Audit and Policy) in 2017, overseeing operations of the audit resolution team to ensure quality of work and setting priorities to meet deadlines.
- Served as a technical expert on complex grants management issues pertaining to OIG and single audits, indirect cost rates, and debt establishment, providing guidance and training to internal grants staff and the grantee community.
- Drafted and implemented a formal agency indirect cost rate policy and developed standard operating procedures for assessing and approving indirect cost rate extensions.
- Served as a liaison to the Office of Inspector General, the Office of the Chief Financial Officer, the Office of the Chief Risk Officer, General Counsel, and other CNCS offices, and represented CNCS at external meetings relating to audit matters.
- Managed and oversaw performance of Interagency Agreement (IA) with HHS. Communicated effectively with HHS to resolve concerns and ensure continuation of services.

#### Corporation for National and Community Service

07/2014 - 02/2016

31 Hopkins Plaza

Salary: \$48,479.00 USD Per Year

Suite 400-B

Hours per week: 40

Series: 0301

Pay Plan: NY

Grade: 02

Baltimore, MD 21201 US

#### Program Officer

- Managed a portfolio of national service grants in Maryland and Delaware, overseeing grant

operations processes including award, oversight, management, and compliance monitoring.

- Engaged government, non-profit, and higher education entities to develop and expand new grant projects.
- Regularly assessed risk and performance of grantees, and provided formal and informal training on grant management processes and regulatory requirements, including 2 CFR Part 200 and 45 CFR Chapter XXV, to support successful grant implementation.
- Provided authority and expertise on complex compliance management concerns, findings, and internal control issues, including instances of identified fraud, waste and abuse.
- Served as the lead authority for the State Office's criminal history check compliance monitoring. Developed targeted grantee training that served as a nationwide best practice resource.

AmeriCorps VISTA | Baltimore Office of the Mayor

08/2013 - 07/2014

100 N. Holliday Street

Baltimore, MD 21202 US

Hours per week: 40

Supervisor: [REDACTED]

Okay to contact this Supervisor: Contact me first

VISTA Leader

- Assessed and improved program management systems for a \$200,000+ AmeriCorps VISTA grant, bringing the City into compliance with federal regulations.
- Served as the subject matter expert on federal VISTA regulations and served as the point of contact for site supervisors and VISTA members regarding program policies and issues.
- Developed and formalized project policies through creation of a handbook that was distributed to site supervisors and VISTA team members.
- Re-aligned Senior Corps volunteers toward evidence-based practices to increase student attendance, helping to establish programming and develop monitoring, evaluation, and support systems.

AmeriCorps VISTA | Save the Children

08/2012 - 08/2013

126 Main Street

Berea, KY 40403 US

Hours per week: 35

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

VISTA Leader

- Developed and maintained program management systems for a \$250,000+ AmeriCorps VISTA grant, ensuring effective implementation, monitoring, and compliance with federal regulations.
- Recruited and supported a team of AmeriCorps VISTA members serving across a seven-county region of southeastern Kentucky.
- Identified and responded to both individual and project-wide challenges, creating a training program and providing coaching to improve performance.
- Engaged organizational leadership and community stakeholders in the development of a long-term strategic plan, resulting in increased program effectiveness and sustainability.

AmeriCorps VISTA | Meadow View Elementary School

08/2011 - 08/2012

1255 West Vine Street

Radcliff, KY 40160 US

Hours per week: 35

Supervisor: [REDACTED]

Okay to contact this Supervisor: Yes

AmeriCorps VISTA

- Managed operations for the One Hour Revolution mentoring program at Meadow View Elementary School.
- Trained and supported a team of 26 volunteer mentors, and demonstrated conflict management skills as needed to resolve issues and maintain volunteer morale.
- Increased the number of students served by 73%; Exceeded annual match goal by 65%.
- Developed program evaluation systems and conducted bi-annual survey of program participants to assess student progress. Compiled and distributed performance results for three program sites.

Education: University of Maryland, College Park

College Park, MD US

Technical or Occupational Certificate - 08/2014

Quarter hours

Major: Geospatial Information Science

GPA: 4.0

London School of Economics and Political Science

London, UK

Master's Degree - 09/2011

Major: Development Management

Relevant Coursework, Licensures and Certifications:

- Honors: Degree with Merit
- Led a consultancy project for UNICEF UK regarding incorporation of the UNCRC in UK law.

Eastern Kentucky University

Richmond, KY US

Bachelor's Degree - 05/2009

134 Semester hours

Major: Political Science and Geography

GPA: 4.0

Honors: Summa Cum Laude

School for International Training

Brattleboro, VT US

Some College Coursework Completed

16 Semester hours

GPA: 3.9625

Relevant Coursework, Licensures and Certifications:

- Study abroad program focus: Tibetan and Himalayan Studies
- Completed an independent research project that examined community relations and renewable energy in Ladakh, India

Job Related Training: Management Concepts:

- Grants Management Certificate - Federal Track, Completed March 2017
- Leadership and Management Skills for Non-Managers, Completed May 2017

Federal Acquisition Institute: • Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) - Level 1, Completed August 2017

Professional Publications:

References: [REDACTED]

Corporation for National and Community Service

Acting Chief Grants Officer

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Professional

[REDACTED]  
Retired

Retired (Former SGO - Audit and Policy)

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Professional

[REDACTED]

Corporation for National and Community Service

Area Manager, Atlantic Cluster

Phone Number: [REDACTED]

Email Address: [REDACTED]

Reference Type: Professional

Additional Information: CFO Big Cheese Award - FY 2018, Quarter 2